

# NGWA Exam Preparation Success Guide



## Before scheduling your exam

Review the exam content outlines—know what the test will cover.

NGWA’s job-task analysis charts (DACUM charts) include the skills and competencies that NGWA’s exams are structured around. Review the DACUM chart that pertains to your field—[drilling](#), [pump installation](#), or [geothermal](#).

Do a self-assessment based on the content outline—prioritize areas that you are least familiar with for studying.

Consider studying from the recommended texts available in NGWA’s bookstore.

- When studying, plan your study time in advance, in short blocks (about one hour at a time).
- Study based on your learning type:
  - o Take notes
  - o Have someone read the material aloud while you take notes
  - o Draw pictures or diagrams of equipment or processes as applicable
  - o Consider consulting with coworkers, supervisors, or equipment manufacturers or suppliers for hands-on learning
  - o Explain what you’ve learned to someone else to help solidify your understanding.

## Once you’ve scheduled your exam

Know what to expect during your exam session to boost your confidence the day of the exam.

Plan your drive to the test center and allow extra time for unpredictable events.

Get a full night’s rest the night before. Cramming late the night before may actually hurt your score.

Familiarize yourself with the test center requirements and policies.

- These can be reviewed in [NGWA’s Candidate Information Bulletin](#).
- On check-in, you will need to provide a government-issued ID.
- Personal items are not allowed in the test center; leave them someplace safe.
- The exam is closed-book; no outside material may be brought into the test center.

Eat a healthy, light meal before your exam session and use the facilities before you begin.

Stay positive during the exam period—set realistic expectations. You don’t need a perfect 100% score to pass; it is ok to miss a few questions.

If you find yourself getting anxious or tense, take a few deep breaths and release the tension in your neck and shoulders.

## After your exam

You will receive your score report from the test center before leaving.

If you did not pass, find the “scores by section” area below your pass/fail score. These sections match the duties listed on the DACUM charts. Use these scores to help direct your studying for the next time you sit for the exam.



## NGWA Certification Exam Study Resources

The tables below outline whether topics covered in each DACUM category are found in various study resources available through the NGWA Bookstore. This list is not all-inclusive; there may be other reference materials that cover the topics listed. Topics may be found in materials listed as “TBD” (to be determined) that haven’t yet been identified. The NGWA Bookstore catalog item numbers follow each title. Items may be ordered online at [www.ngwa.org/bookstore](http://www.ngwa.org/bookstore) or by calling (800) 551-7379 or (614) 898-7791.

<b>Drilling Exams</b>	<b>Mobilize for the Site</b>	<b>Construct Water Wells</b>	<b>Rehabilitate Water Wells</b>	<b>Develop Water Wells</b>	<b>Decommission Wells</b>	<b>Demobilize the Site</b>
<a href="#"><u>Groundwater &amp; Wells (#T017)</u></a>	All Drilling Exams	All Drilling Exams	General Exam M	General Exam C/D Exam E/F Exam G Exam M	General Exam C/D	General Exam M
<a href="#"><u>Manual of Water Well Construction Practices (#T871)</u></a>	General Exam C/D Exam E/F Exam H Exam M	All Drilling Exams	General	General Exam A/B Exam E/F Exam G Exam M	General Exam C/D	General
<a href="#"><u>Water Well Driller’s Beginning Training Manual (#T044)</u></a>	General Exam C/D Exam E/F Exam G Exam M	General Exam A/B Exam E/F Exam G Exam M	General Exam A/B	All Drilling Exams	Exam C/D	General Exam C/D
<a href="#"><u>Procedures for Well Drilling Operations (#T050)</u></a>	Exam C/D Exam E/F	General Exam C/D Exam E/F	TBD	General Exam A/B Exam C/D Exam E/F	General	TBD
<a href="#"><u>Employee Safety Manual (#T530)</u></a>	General	TBD	TBD	TBD	TBD	General
<a href="#"><u>Well Drilling Manual (out of print, please request)</u></a>	Exam C/D Exam E/F	Exam A/B Exam C/D Exam E/F	TBD	General Exam A/B	Exam A/B	Exam A/B
<a href="#"><u>Study Guide (#K940/#D940)</u></a>	Exam E/F	Exam C/D Exam E/F	TBD	General Exam E/F	TBD	TBD
<a href="#"><u>Transfer of Technology (out of print, please request)</u></a>	TBD	General Exam C/D Exam E/F	TBD	Exam C/D	TBD	TBD
<a href="#"><u>Handbook for the Design and Installation of Ground-Water Monitoring Wells (#T479)</u></a>	Exam M	Exam M	Exam M	Exam M	TBD	Exam M

Exam A/B – Cable Tool  
Exam G – Reverse Circulation Drilling

Exam C/D – Air Rotary Drilling  
Exam H – Jetting and Driving Wells

Exam E/F – Mud Rotary Drilling  
Exam M – Augering and Monitoring



## NGWA Certification Exam Study Resources Continued

<b>Water Systems Exams</b>	<b>Determine Customer Needs (General only)</b>	<b>Assess Job Site</b>	<b>Determine System Component Requirements</b>	<b>Prepare to Install Pump System (General and L only)</b>	<b>Install Pump System</b>	<b>Troubleshoot Existing Pump System</b>
<a href="#"><u>Water Systems Handbook (#T043)</u></a>	General	Exam K	All Water Systems Exams	General	General Exam K	General Exam K
<a href="#"><u>Groundwater &amp; Wells (#T017)</u></a>	General	General	All Water Systems Exams	General Exam L	All Water Systems Exams	All Water Systems Exams
<a href="#"><u>Engineering Your Business (#T1040)</u></a>	General	General	General Exam K	General	All Water Systems Exams	All Water Systems Exams
<a href="#"><u>Basic Water Systems (#T973)</u></a>	General	General	All Water Systems Exams	General	General Exam K	All Water Systems Exams
<a href="#"><u>Employee Safety Manual (#T530)</u></a>	N/A	General Exam K	General	General	TBD	TBD

**Exam K – Water Systems Less than 100 GPM**

**Exam L – Water Systems Greater than 100 GPM**

*Note: Source citation is in development for the Vertical Closed Loop Drilling exam. The drilling-related titles above are also helpful for studying for this exam.*

This list has been prepared as a guideline for those interested in purchasing additional study materials to aid in determining which texts may have additional information—no study material can guarantee exam outcomes and no warranty, guarantee, or representation, expressed or implied, is made by the National Ground Water Association as to the correctness or sufficiency of this information or to the results obtained from the use thereof. Information in this guide is current as of 5-2019.

